

LIBERTY STATE PARK



Special Event and Special Use Guidelines and Fillable Operations Plan

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Liberty State Park

Special Event and Special Use Guidelines and Fillable Operations Plan

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All Special Event Permit Applications must be submitted to Liberty State Park (LSP) in a timely manner to allowing for sufficient time for planning and permitting purposes. LSP is the only agency that may approve events in Liberty State Park. Please keep in mind that the larger and more complex the event, more time will be required for planning and permitting process (e.g. a concert involving attendees of 5,000 should begin at least nine months prior to the proposed date). However, all information, fees, insurance and the signing of the permit by all parties must be completed at least 30 days in advance of the event date. Failure to have the permit completed 30 days in advance of the proposed event date may result in your Special Event Application being denied.

A. PERMIT PROCESS

- a. The first step in the permit process is to complete the Liberty State Park Special Event Application. In order to ensure adequate time for permit process the application and appropriate application fee should be submitted to Liberty State Park at least 90 days prior to the event. If the event is large, complex or a concert type event at least one-year notice is recommended. Applications can be accepted 16 months prior to event.
- b. Upon review of special event application, park personnel may require a special event Operations Plan to be completed. The Operations Plan needs to be completed 60 days prior to date of special event (larger events will require more time).
- c. As the applicant is completing the Operations Plan the applicant may schedule on-site visit(s) with designated park personnel to conduct a walk-through of the site and answer questions.
- d. Once the applicant has completed the Operations Plan it must be submitted to the Liberty State Park designated personnel.
- e. LSP will then schedule a meeting to review and revise the Operations Plan.
- f. After revisions are submitted and final plans are approved, LSP will generate a Special Use Permit (SUP) and estimate of fees for services. The estimate of fees will be described in two sections, "Facility Fees" and "Labor Fees". Facilities Fees are to be paid to LSP prior to the event. And Labor Fees will be invoiced after the event.
- g. Once the final permit is signed and Facility Fees are paid the applicant is authorized to have the event at LSP. Advertising for event must not occur prior to permit being signed. If early advertising is needed you will need to begin the permit process further in advance.
- h. No changes to permit will be allowed unless submitted in writing and approved by LSP. Submittals for change must be received at a minimum of 14 days prior to event.
- i. Failure to comply with any of the above requirements may result in the special event application being denied.

B. FEES

All fees must be paid by credit card or check made payable to the "Treasurer, State of New Jersey". Fees are subject to change without prior notice.

Special Use Permit Application fee

(non-refundable and required at time of submission)

NJ Non Commercial	\$60.00 per permit
Out of State - Non Commercial	\$75.00 per permit
NJ Commercial	\$150.00 per permit
Out of State – Commercial	\$200.00 per permit

State Park Personnel Labor	\$60.00/hour per employee
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Commercial Photography

Commercial Still and Video Photography	\$2,500.00 per day
Commercial Movie	\$2,500.00 per day

Student Video	\$55.00 per day
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Boat Docking

Terminal Boat Dock	\$500 per trip (arrival & departure)
Park Office Dock	\$325 per trip (arrival & departure)

Field Fee

General Field (also for setup and breakdown)	\$450 per day
South Lawn or Freedom Field	\$400 half field, \$600 full field

Parking Lot

Reserve Parking Lot	\$7 per car or spot
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Green Ring

Green Ring Field	\$10,000 + \$200 per extra acre
Green Ring Field (Non-Profit)	\$1,000 + \$200 per extra acre

Commercial Ticketed Event

5% of all sales receipts
(\$15,000.00 minimum)

NOTE: Depending on the scale and complexity of some special events the fees above may not comply fully. In that case, Liberty State Park will provide an assessed fee based on the operations plan submitted by the applicant and approved by the park.

C. INSURANCE AND PERFORMANCE BOND

- a. The applicant is required to provide satisfactory evidence of liability and property damage insurance in the amount designated by the State of New Jersey. The limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.
- b. The "State of New Jersey, DEP, Division of Parks and Forestry, Liberty State Park" will be named an "Additionally Insured," on the policy.
- c. Depending on the scale or complexity of the event, Liberty State Park may require that the applicant hold a certain amount of monies in a performance bond under the State of New Jersey's name for unforeseen damage to Park property, loss revenue or for failure to pay the final invoice.

D. ADDITIONAL PERMITS AND DOCUMENTATION

- a. Applicant may be required to contact municipal, county, state or federal authorities to inquiry about other permits necessary to carry out their event at Liberty State Park. Park personnel will offer assistance in providing points of contact and information regarding the possible requirements by these offices.
- b. Examples of possible applicable permits and authorizing agencies include, but are not limited to: See Attachment M (VII) of this document for **Additional Permitting Agency Contact List**.
- c. Copies of all permits must be provided to Liberty State Park prior to the event. If the applicant has contracted with vendors or subcontractors all permits and documentation must also be provided to LSP prior to the event.
- d. Non-profit organizations must provide proof of their federal non-profit status. If the event is a fundraiser, a Letter of Compliance from the NJ Division of Consumer Affairs – Charities Registration Section must be provided as well.
- e. Private companies that are having special events and charging fees for attendance and sales of products will need to provide a copy of their Business Registration Certificate from the New Jersey Division of Revenue.

E. GENERAL

- a. The applicant must comply with all applicable Federal, State, Municipal, State Park Service and Liberty State Park policies, laws, rules and regulations. Failure to comply may result in cancellation of the permit and denial of future Special Event Applications.
- b. Balloons are prohibited within the park.
- c. Applicant is responsible to maintain the site in a clean and sanitary fashion during the event.

- d. Site rental is "as is". The applicant must provide all amenities, e.g. chairs, tables, amplification equipment, water, electric power, etc.
- e. Permits, in whole or in part, are not transferable.
- f. Applicant must have a representative on site to direct all deliveries and pick-ups, Liberty State Park will not accept nor be responsible for deliveries. Deliveries without applicant representation will be turned away.
- g. The applicant will not charge any fee for the use of the park to any individual or organization without the prior written approval of the Park Superintendent.
- h. Special Event Applications are considered on a first come, first served basis and determined on the Park's ability to accommodate the proposed event.
- i. Only one Special Event Application per site, per day, will be accepted. Subsequent applications will be asked to find another date or another site.
- j. The permitted area will be left in the same or better condition at the completion of the event as it was prior to the start of the event. Applicant is responsible for all damage by its agents, contractors, sub-contractors and attendees.
- k. Requests for the exclusive use of specified areas must be made at time of application. Public thoroughfares must remain open at all times.
- l. Applicant must check in at the Park Office or with the assigned event liaison upon arrival and prior to any deliveries or set-up.
- m. Failure to respond to a request from LSP within 7 business days will result in cancellation of the application.
- n. As part of the permit process the applicant will have to sign a photo/video release waiver to allow Liberty State Park to take photos or video of the event to use for archival documentation or for promotional or educational purposes.

F. DISCLAIMERS

- a. The permitted area may be unavailable for an event or a portion thereof because of fire, flood or other emergency over which Liberty State Park has no control. Liberty State Park, because of emergency may find it necessary to postpone, cancel or move the event location or date. Liberty State Park will not be liable to indemnify or reimburse the applicant of any damage or loss arising because of such an emergency action.
- b. All Liberty State Park construction and capital improvement or maintenance projects may take precedence over events. However, after an agreement is made with Liberty State Park to hold an event, Liberty State Park will not plan or conduct operations that would substantially hinder the operations of the event.
- c. Permits do not include rain dates.

G. BOAT DOCKING

- a. Designated docking facilities are for the loading and unloading of passengers only. Loading of supplies at the dock site is prohibited.
- b. Parking adjacent to docking facility is limited. Boat passenger parking is in designated parking areas only.
- c. Permit holders are responsible for checking the current status of the channel markers, water depth and lighting to insure that it is adequate for their vessel.
- d. The applicant is responsible for supplying all required passenger safety equipment, including but not limited to, a gangplank.

H. COMMERCIAL PHOTOGRAPHY

- a. Definitions:
 - i. **Movie** is defined as a major motion picture production.
 - ii. **Video** is all motion filming that is not a major motion picture production.
 - iii. **Still** is any single frame photography.
- b. For commercial photography only, and on a case-by-case basis as determined by the Park Superintendent, the 30-day permit-signing deadline may be waived. This decision will be made based on complexity of event and available resources at LSP.
- c. Permit conditions may require park personnel to be assigned to your shoot to provide for public safety and resource protection. We may not be able to accommodate changes. To ensure a successful shoot please submit a complete and accurate application in a timely manner.
- d. Applicant must provide a copy of final product to Liberty State Park for archive purposes.
- e. Any and all credit for production should cite "State of New Jersey – Liberty State Park".

I. BREAKING NEWS

- a. Breaking News is defined as an unplanned currently occurring event that is being covered by credible press agencies.
- b. Prior to setup for a Breaking News Event the applicant must fill out a Press Application at the Park Office.

J. FIRST AMENDMENT GUIDELINES

The New Jersey State Park Service will allow public assemblies, meetings, demonstrations, religious activities and other public expressions of views conducted under the First Amendment of the U.S. Constitution in parks, in accordance with State Park Service regulations provided that a permit has been obtained from the Park Superintendent. To ensure public safety, protect park resources and avoid assigning the same time and location to two or more activities, the State Park Service may manage these activities by regulating the time, location, number of participants, use of facilities and number and types of equipment used, but not the content or message.

Locations within the park that are available for public assemblies and other First Amendment activities, including the distribution of printed matter, will be designated on a map by the Park Police Sergeant. When the State Park Service allows one group to use an area or facility for expressing views, it must allow all other groups a similar opportunity, if requested. No group wishing to assemble lawfully may be discriminated against or denied the right of assembly, provided that all applicable permit criteria and requirements are met. Whenever religious activities are conducted in parks, any State Park Service actions pertaining to them must reflect a clearly secular purpose, must have a primary effect that neither advances nor inhibits religion and must avoid excessive governmental entanglement with religion.

New Jersey State Park Service Staff on duty at an area in which a First Amendment activity is being conducted will be neutral toward the activity but will remain responsible for the protection of participants, spectators, private property, public property and park resources. On duty staff may not participate in the First Amendment activity. State Park employees exercising their First Amendment rights when off duty will not imply any Official State Park Service endorsement of the activity.

K. OPERATIONS PLAN

Directions for submitting the Special Events Operations Plan:

The Operations Plan is a planning document that organizes all the necessary elements for managing a special event at Liberty State Park. To help you write this operations plan, we have created a series of questions and separated them into 17 sections. Each question must be answered and placed in the appropriate section. If a section or question does not apply to your event, please put "N/A or Not Applicable". In addition to these questions, please provide LSP with as much information about your event as possible. The more information you provide LSP initially, the faster the Park will be able to process your application and ultimately approve your special event.

This Operations Plan must be submitted electronically either as a "Word" or "PDF" document.

1. SUMMARY

- 1.1. Provide a brief summary of your proposed event.
- 1.2. Provide important details such as: type of event, location of event, dates, number of attendees, etc.
- 1.3. Will you be collecting an entrance or registration fee for your event? Will you be selling any goods, food, merchandise, etc. at the event? If so, please provide a detailed description of the types of products, charges and amounts.

2. CONTACT INFORMATION

- 2.1. Primary Contact Name
- 2.2. Email Address
- 2.3. Cell Phone Number
- 2.4. Office Number
- 2.5. Fax Number

3. PROJECT SCHEDULE

- 3.1. The applicant shall submit a detailed schedule (dates and times) of the setup, event, and breakdown. Include drop-offs and deliveries in schedule.
- 3.2. Set up will begin on what date and time?
- 3.3. Time your event staff will arrive and depart site each day.

- 3.4. If your event will involve multiple days, please give a detailed project schedule stating what time you will be on location and what time you will be off site each day, including other important deliveries and work site activities.
- 3.5. Does your set-up or clean-up require park access before 6 am or after 10pm?
- 3.6. Will you need vehicle access to the site for set-up/ break-down?
- 3.7. Will there be any deliveries to Liberty State Park for this event?
- 3.8. Breakdown of your event will conclude on what date and time?

***Note.** Applicant must have a representative on site to direct deliveries/pickups for tents, portable restrooms, etc. LSP will not accept nor be responsible for deliveries. When arranging deliveries, be sure to include name of your event and contact person so that the delivery person knows whom to contact when they arrive.*

4. LOCATION OF EVENT AND SITE MAP

- 4.1. Please refer to the maps accompanying this document. Please use these maps to outline the area your event will take place.
- 4.2. Submit a detailed site plan (map) showing the layout of your event. Important details include: location of tents, staging areas, dumpsters, restroom facilities, generators, food areas, parking, transportation routes, and signage locations. Please read through this entire document before finalizing your submission for this section.
- 4.3. Vehicular access for site set-up and deliveries is limited. Remote locations in the park may necessitate the need for non-motorized alternative ways of getting equipment and staff out to the site (ie. carts, hand trucks etc.). See attached map for designated access points for walkway and fields.

5. PERMIT DOCUMENTATION

- 5.1. This section was developed to help you think about additional permits from other outside agencies including, but not limited to, NJ Dept. of Community Affairs (DCA) for fire, building, code or electric (which include the Divisions of Fire Safety and Codes and Standards), Jersey City Dept. of Health for food distribution, NJ Division of Revenue for business registration, NJ Division of Consumer Affairs for charitable

registrations, NJ Dept. of Transportation – Division of Aeronautics, as well as, Taxation, Gaming, Insurance, etc. Please refer to the list VII. **Additional Permitting Agency Contacts** attached to this document for more information. A copy of all permits must be submitted to LSP prior to the event.

- 5.2. Will you be digging in the ground for any reasons? If yes please explain why.
- 5.3. If yes, you will need to submit a Health and Safety Plan- (please ask to see the Park's Health and Safety Plan for more information).
- 5.4. Will your event be putting up tents and need to put stakes in the ground?
- 5.5. If you answered yes to either digging or putting stakes in the ground you must contact "U Dig" for a utility mark-out (1-800-272-1000). It is your responsibility to ensure the mark-out has taken place prior to any digging or placing of stakes. Please note that depending on the location within the park you may not be allowed to stake or dig into the ground and will be required to use weights.
- 5.6. Will you have any tents larger than 900 square feet?
- 5.7. If yes, you will need DCA fire, building and code inspection. Please contact NJ Department of Community Affairs – Division of Fire Safety at 609-633-6103. Depending on the size of the tent you may need to contact the NJ Dept. of Community Affairs – Division of Codes and Standard at 609-292-7899.
- 5.8. Do your tents meet or exceed NFPA 102 requirements?
- 5.9. Will you be building any temporary equipment or structures on the site you are renting (for example, bleachers, stages, or platforms)?
- 5.10. If yes, please describe in detail what you propose to build. If possible please include any diagrams or building plans.
- 5.11. Please note that before approval is given, LSP requires that DCA - Division of Codes and Standards review and approve all plans for any temporary structures. Please contact 609-292-7899 for any building permits.

6. FOOD AND CONCESSIONS

- 6.1. Use this section to provide a description of the food services your event plans to offer.
- 6.2. Will your event be serving food?
- 6.3. If yes, will you be charging money for food?
- 6.4. Will you be cooking on the premises?
- 6.5. What will you be using to cook / heat your food?
- 6.6. Where do you plan to set up your food area?
- 6.7. You will need to collect copies of Board of Health Certification from your vendors. You should also contact the Jersey City Dept. of Health for any necessary permits.
- 6.8. Will your event be selling non- food concessions?
- 6.9. If yes, what kind of concessions will you be selling? Please provide a list of concession items and cost breakdown.

Note. LSP has a contracted Concessionaire. If you are selling any concessions or have charged a ticket/entry fee and are giving out food or concessions you must contact the Park Concessionaire. They have the first right of refusal.

7. SANITARY SEWERAGE

- 7.1. Restroom facilities exist in certain areas and may be used. However, if the number of attendees or use exceeds acceptable limits other facilities will be required to be brought in at the expense of the applicant. Please note that water is not available in all locations.
- 7.2. How many people will be at your event?
- 7.3. How many port-a-johns will you be using (See chart on next page for assistance)?

7.4. How many ADA units will you be using (one ADA unit must be provided per every five units)?

7.5. Recommended Usage Chart for Large Events

USAGE CHART # of hours for the event										
# of People	1	2	3	4	5	6	7	8	9	10
0-500	2	3	3	4	4	4	4	4	4	5
1000	3	4	5	6	6	7	7	7	7	7
2000	5	8	10	11	12	13	13	14	14	14
3000	7	12	15	16	18	18	19	20	20	21
4000	10	16	19	22	24	25	25	27	27	28
5000	12	20	24	27	29	31	32	33	33	34
6000	14	24	28	33	35	37	37	39	41	41
7000	17	27	34	38	41	42	46	46	47	48
8000	20	32	38	44	48	49	50	51	53	54
10,000	24	39	47	54	58	62	64	66	67	68
15,000	37	57	70	81	87	92	94	99	102	104
20,000	48	77	95	107	115	120	127	131	133	136

7.6. What are the locations of the units? (Please show on appropriate site map(s).

7.7. Who is providing the units and what is their contact information?

7.8. When will they be dropped off?

7.9. When will they be picked up?

7.10. Are you planning on using park restrooms?

7.11. If yes, you may be assigned park employee(s) at the rate of \$60/hour for each employee for the duration of your event.

7.12. Will your event need water access?

- 7.13. If yes, you will be charged to have staff hook up to hydrants in the area.

8. SOLIDWASTE COLLECTION & DISPOSAL

- 8.1. We are not responsible for trash generated by your event. How will you be disposing the garbage your event creates?
- 8.2. Are you renting dumpsters?
- 8.3. If you answered no, please skip to question 8.8.
- 8.4. Who is the company and what is their contact information?
- 8.5. What date will it be delivered?
- 8.6. What date will it be removed?
- 8.7. What is the dumpster location? (Please show location on your site map.)
- 8.8. If carrying out your own trash, please make sure you remove all garbage at end of visit. Any refuse that is left behind will result in fees for clean-up.

***Note.** Applicants are responsible for maintaining the site in a clean and sanitary fashion throughout setup, event and breakdown.*

9. ELECTRICAL & LIGHTING

- 9.1. Will you need electricity for your event?
- 9.2. If no, please go to section 10.0.
- 9.3. Will you need more than a couple of standard house outlets?
- If yes, you will need to provide your own generators and the following information:
- 9.4. How many generators will you have?

- 9.5. Where will they be located? (Place your generators on the site map you submit.)
- 9.6. Do you want to inquire about tapping into existing electrical service? (If yes, please contact the Park Superintendent for more information.)
- 9.7. What is the size of the generator(s)?

Note. Electricity is not available in all locations, please ask for availability. Applicant will make no changes to the existing electrical service without prior approval from the Park Superintendent. All electrical connections to temporary service boxes will be done by licensed electricians, approved by the Park at the applicant's expense, and get all necessary permits for the Dept. of Community Affairs.

10. SIGNAGE

- 10.1. Will you be posting any signs for this event?
- 10.2. If yes, you will need to complete and submit a "sign map" designating and describing all sign locations. Please refer to the maps located in the "Special Event Package".
- 10.3. It is your responsibility to remove all signage at the end of the event. Failure to do so will result in a clean-up fee of \$25.00 per sign.

Note. Directional, informational and advertisement signage is the responsibility of the applicant. All signage must be freestanding. No tape, staples, nails, tacks etc are to be used to affix signs to LSP structures.

11. SECURITY

- 11.1. All security plans must be coordinated and reviewed by the State Park Police Sergeant. A security plan will be a required as part of any large event planning. Please confirm with the Park Superintendent as to whether your event requires a security plan.
- 11.2. Do you believe your event will have a need for security personnel?
- 11.3. If no, please skip to question 12.0.
- 11.4. If yes, please detail your security needs.

- 11.5. Will you have any overnight storage or security needs?
- 11.6. Any overnight security detail must include a State Park Police officer at the \$60/hr rate.
- 11.7. Event conditions may require Park personnel to be assigned to your event to provide for public safety and resource protection at the expense of the applicant for \$60/hr.

***Note.** State Park Police have jurisdiction in Liberty State Park. All security must be unarmed and licensed /bonded. Due to safety reasons, neither on-duty nor off-duty police officers from outside jurisdictions are permitted to work as security within Liberty State Park.*

12. COMMUNICATIONS

- 12.1. Will your event be communicating with the use of portable radios?
- 12.2. If yes, your park contact must be provided with a radio for the duration of the event.

***Note.** The applicant is responsible for providing proper communication between itself and Park officials. You must provide one on-site contact (including cell phone number) for each day you are on LSP premises. This agent will be the only authorized liaison between the event and LSP staff. If your event has LSP staff assigned, this person will be your primary contact on the day of your event. All communications will go through this person.*

13. TRANSPORTATION & PARKING

- 13.1. The Transportation Plan must include diagrams of all traffic routes that will be used by the event. This includes but is not limited to shuttle routes, routes for walk-a-thons or runs, and drop-off and loading areas. Please include the Transportation and Parking Plan on your site map?
- 13.2. Any vehicular access for site set-up and deliveries is limited. Remote locations in the park may necessitate the need for non motorized alternative ways of getting equipment and staff out to the site. See attached map for designated access points for walkway and fields.

- 13.3. Will you have a need to use any non-public roads (this includes but is not limited to paths, service roads, sidewalks, etc.) they need to be pre-approved and marked on the Transportation and Parking Map. If you do not have prior permission park staff on site will not make changes to the permit on the day of the event.
- 13.4. Parking is extremely limited at Liberty State Park. The Transportation and Parking Plan will be heavily scrutinized during the review of this operations plan. Please be very concise and provide additional information if necessary.
- 13.5. Total number of attendees to the event?
- 13.6. How will attendees get to the event?
- | | |
|-------------|------------------------------|
| Walk | Quantity and overall percent |
| Light Rail | Quantity and overall percent |
| Ferry | Quantity and overall percent |
| Bus/Shuttle | Quantity and overall percent |
| Car | Quantity and overall percent |
| Other | Quantity and overall percent |
- 13.7. What are you basing your reply to question 13.6 on?
- 13.8. How many parking spots are you proposing to be used in each location (place on map you submit)?

Numbers next to each parking lot indicate total numbers of spots and is given for information purposes only. We will not allow all Park parking spaces to be used for event parking because parking for the public must be maintained.

Ferry Lot (#15)	900 (Only 450 available for special event)
LSC Lot (#18)	700

***Note:** Both Ferry and LSC lots are managed by a private contractor. Please ask Park Superintendent for contact information to make arrangements.*

Light Rail Lot (#17)	1200
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***Note:** Administered by NJ Transit, please contact them to make arrangements NJ Transit: 973-491-7554*

Sundial Lot (#11)	228
Base Lot (#10)	385
2-Hour Lot (#16)	120
IC Lot (#13)	85
Green Park Lot (#14)	170

- 13.9. Will your event need off site parking?
- 13.10. If yes, please include the locations of each off site area, number of parking spaces available for your event, and how you plan to get attendees to and from these lots?
- 13.11. Will there be a shuttle? If yes, describe the size of the bus and capacity.
- 13.12. If yes, what is the route of the shuttle (include in transportation plan on park map)?
- 13.13. Will you provide a shuttle to move public park patrons who are affected by the parking demands of your event?
- 13.14. How many staff will be working the event?
- Will you be contracting with a transportation/parking company? If yes, please provide their contact information
- If yes, describe in detail the type of work they will be performing?
- 13.15. Where will your event staff park?
- 13.16. Are there any other transportation parking concerns we should be aware of?
- 13.17. How will your attendees be advised of the transportation route and parking locations?

***Note.** Applicant may be required to hire a professional parking company and bus/shuttle service at their expense. Professional parking company may not direct traffic on park roads. Only State Park Police may direct traffic on park roads.*

14. MEDICAL & EMERGENCY

- 14.1. Will your event have emergency medical staff on site? If yes, what times will they be onsite and describe their location on a map.
- 14.2. If yes, please provide us with the contact information

- 14.3. The event site shall provide a network of access points and paths that will be kept clear at all times for service and emergency vehicles.

15. FIRE SAFETY

- 15.1. Have you made / taken the proper precautions so that no flammable or volatile liquids or materials shall be stored in or adjacent to the area of the event, and that adequate fire fighting equipment is available to protect the life and health of the people attending the event.?
- 15.2. Will your event be cooking, heating or storing flammable /volatile liquids on site or adjacent to the event?
- 15.3. If yes, you are responsible for acquiring all needed DCA - Division of Fire Safety permits for cooking, temporary heating, etc. Please refer to the list **VII. Additional Permitting Agency Contacts** attached to this document for more information.

16. SITE RESTORATION

- 16.1. Will your event leave a physical impact on the park that will require restoration work?

If yes, what are the anticipated impacts?

What is your plan to remedy these impacts?

What is the anticipated timeline to restore the site?

- 16.2. You are responsible for complete site restoration. If you fail to restore the site to its previous condition or better, you will be responsible for the labor and materials used to restore the site after you leave.
- 16.3. On what date and time will a final site inspection take place with a representative from the Park?

Note. The applicant will submit detailed plans for site restoration and final clean up of the event site. The site will be restored to the condition or better condition as the site was found. A final site inspection is required at completion of site restoration.

17. SPECIAL REQUESTS

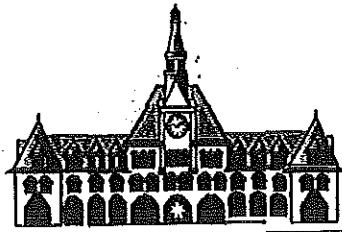
- 17.1. Does your event have any special requests that fall outside the suggestions of this document?
- 17.2. If yes, please use this section to outline your request to the best of your ability.

L. APPEAL PROCESS

If an applicant's permit is rejected for any reason by the Superintendent of Liberty State Park, and the applicant wishes to appeal the decision they may do so. As per Executive Order #138 signed by Acting Governor Donald T. DiFrancesco the Department of Environmental Protection is the only agency that may authorize, approve and schedule events within Liberty State Park. All written appeals will be heard by the Director of the State Park Service.

M. ATTACHMENTS

SEE NEXT PAGES OR PDF DOCUMENT.



Special Event Application

PERMIT:

Liberty State Park

200 Morris Pessin Drive, Jersey City, NJ 07305
201.915.3400 201.915.3408 fax
lspsupt@verizon.net

Please complete the following application and return it with the nonrefundable application fee to the Park Superintendent's office. The park accepts Visa, Mastercard, Discover and American Express. All checks must be made payable to "Treasurer, State of NJ". If you have any questions, pertaining to the application, please contact our office for assistance. At Park discretion, an additional Operations Plan may be required depending on complexity of event. Event is not approved until final permit is issued and signed by all parties.

Application Fee:		
New Jersey Commercial	\$150.00	Out-of-State Commercial \$200.00
New Jersey Non-Commercial	\$50.00	Out-of-State Non-Commercial \$75.00

APPLICANT NAME _____

COMPANY / ORGANIZATION _____

ADDRESS _____

PHONE _____ CELL _____

FAX _____ EMAIL _____

CLIENT NAME _____

NAME / DESCRIPTION OF EVENT _____

LIST PREFERRED DATE(S) AND TIME(S) OF EVENT (Park we'll confirm date based on availability)

1. _____
2. _____
3. _____

LOCATION OF EVENT _____

ESTIMATED ATTENDANCE _____ ESTIMATED VEHICLES _____

Please check Yes or No for the following questions

ARE YOU FAMILIAR WITH THE SITE REQUESTED?	Y	N
WILL THERE BE AN ADMISSION FEE FOR THE EVENT?	Y	N
WILL ANY ITEMS BE SOLD AT THE EVENT?	Y	N
WILL THE EVENT HAVE A CATERER?	Y	N
WILL YOU HAVE A PRODUCTION / SPECIAL EVENT COMPANY	Y	N

Permit continues on next page

DOES YOUR SPECIAL EVENT INCLUDE COMMERCIAL PHOTOGRAPHY?

Y ☐N ☐

IF YES, IS THE SHOOT GOING TO BE:

STILL ☐VIDEO ☐MOVIE ☐

DOES YOUR SPECIAL EVENT INCLUDE A BOAT DOCKING?

☐ Y☐ N

IF YES, PLEASE PROVIDE THE FOLLOWING:

NAME OF BOAT _____ LENGTH _____ DRAFT _____

DATE AND TIME BOAT ARRIVES TO DOCK _____

DATE AND TIME BOAT DEPARTS FROM DOCK _____

In the space provided below give a brief description of your proposed special event and describe any special needs that you may have.

The applicant by his or her signature certifies that: 1. All the information given is correct. Giving false information will result in the denial or revocation of a permit. 2. All rules and regulations governing the use of Liberty State Park are understood and will be fully complied with by the applicant. 3. That the applicant, while using the facilities made available by the State of New Jersey, will not discriminate on the basis of race, color, religion, sex, national origin, age or disability.

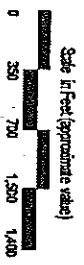
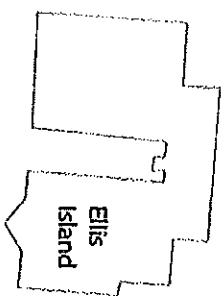
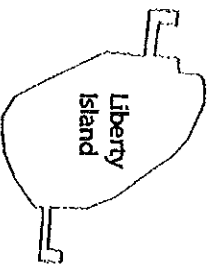
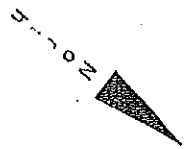
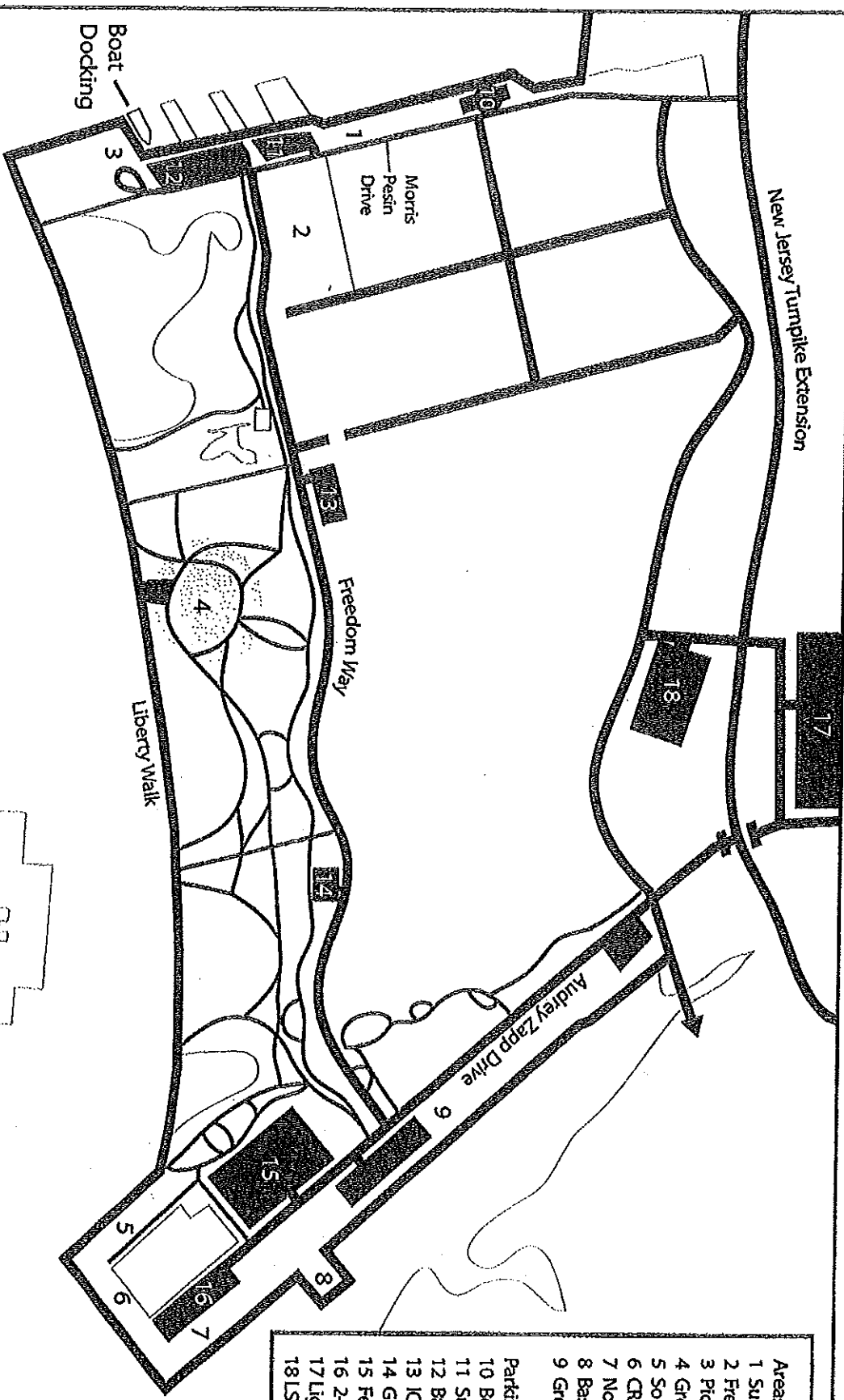
NAME OF APPLICANT _____

SIGNATURE OF APPLICANT _____ DATE _____



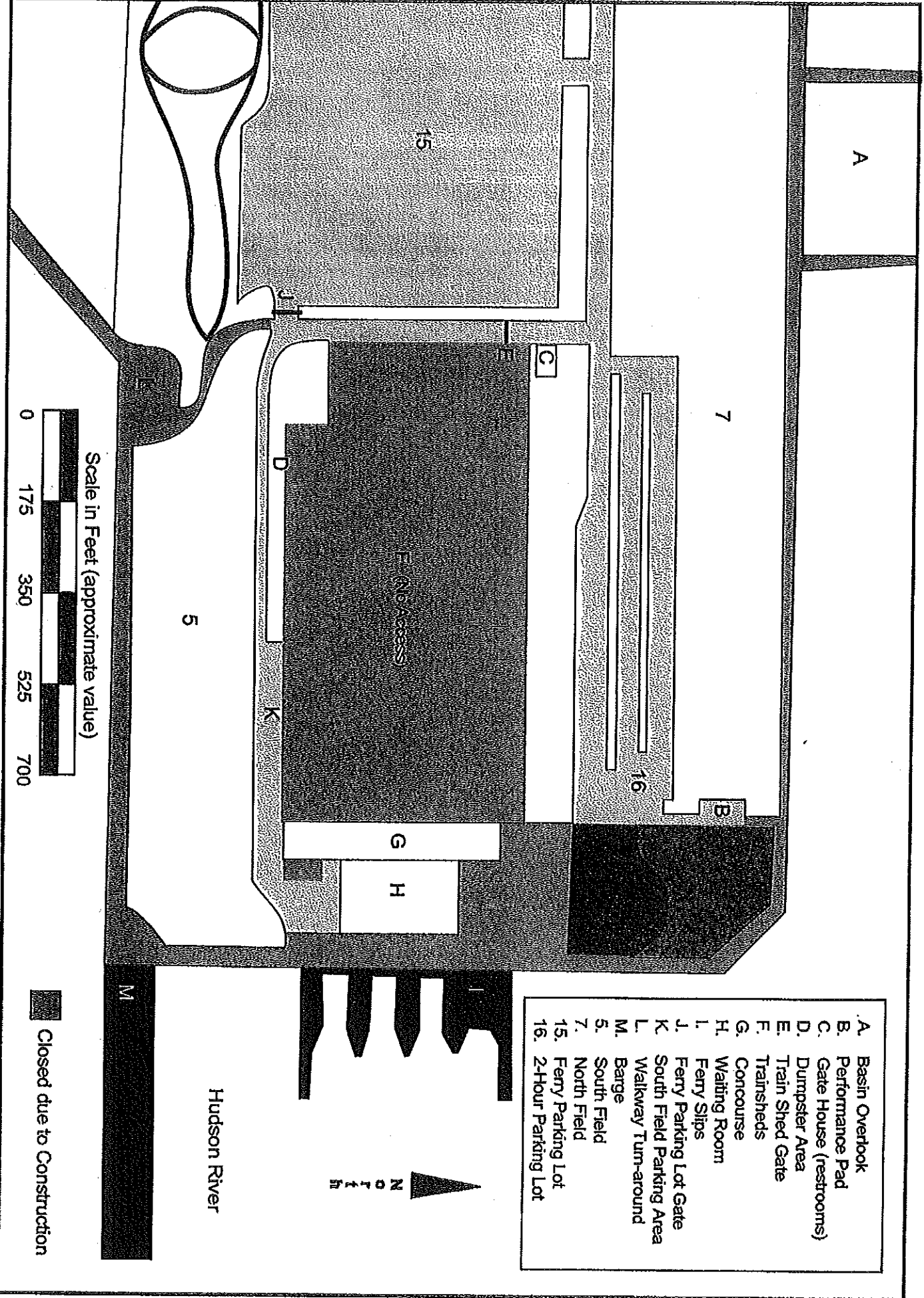
Liberty State Park Special Events Guide Map

- Areas**
- 1 Sundial Field
 - 2 Freedom Field
 - 3 Picnic Area
 - 4 Green Ring
 - 5 South Field
 - 6 CRRNU Terminal
 - 7 North Field
 - 8 Basin Overlook
 - 9 Great Lawn
 - Parking Lots**
 - 10 Boat Launch
 - 11 Sundial Lot
 - 12 Base Lot
 - 13 IC Lot
 - 14 Green Park Lot
 - 15 Ferry Lot
 - 16 2-Hour Lot
 - 17 Light Rail Lot
 - 18 LSC Lot

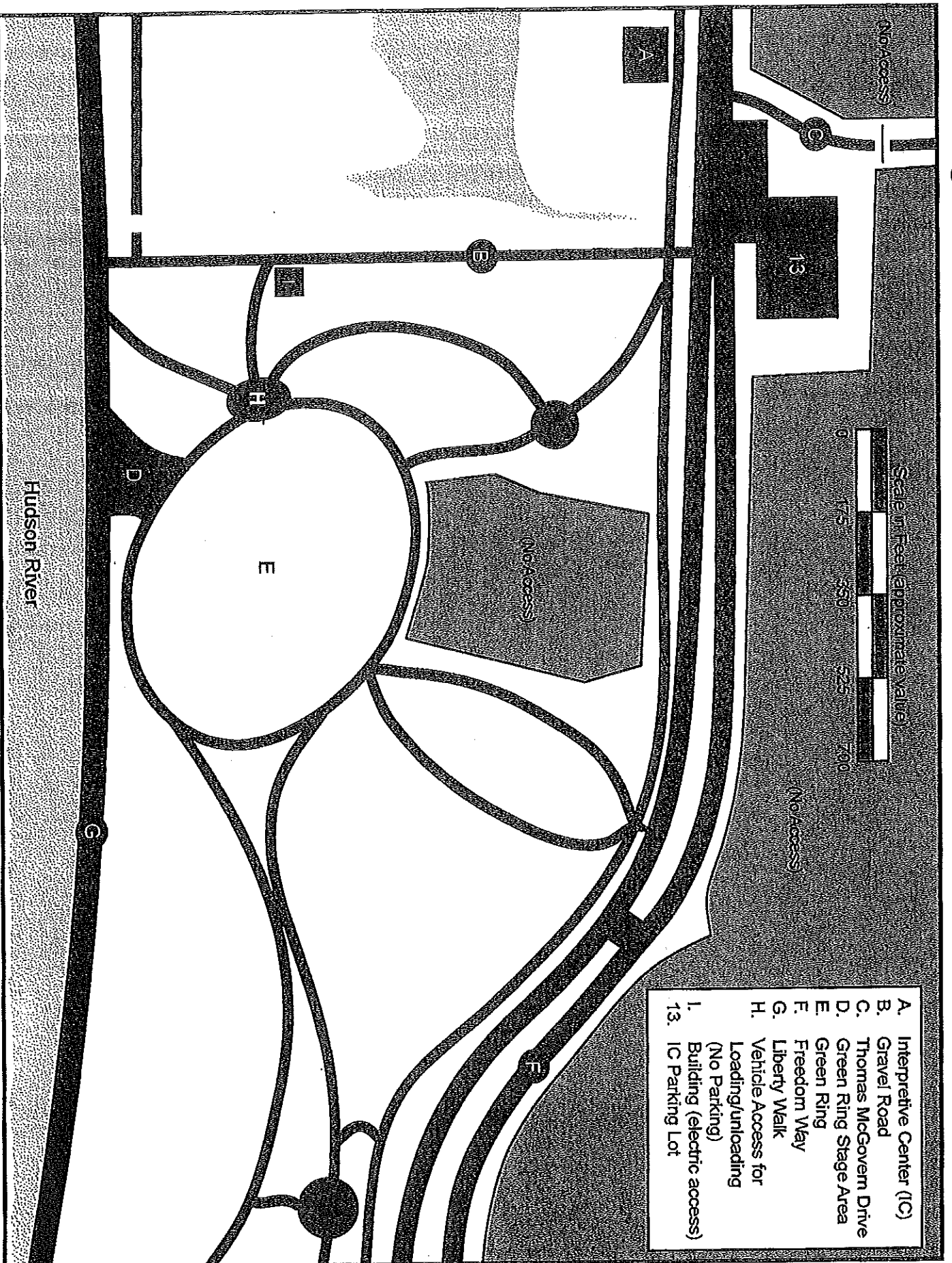


- ☐ Available for Special Events
- ☐ Not Available

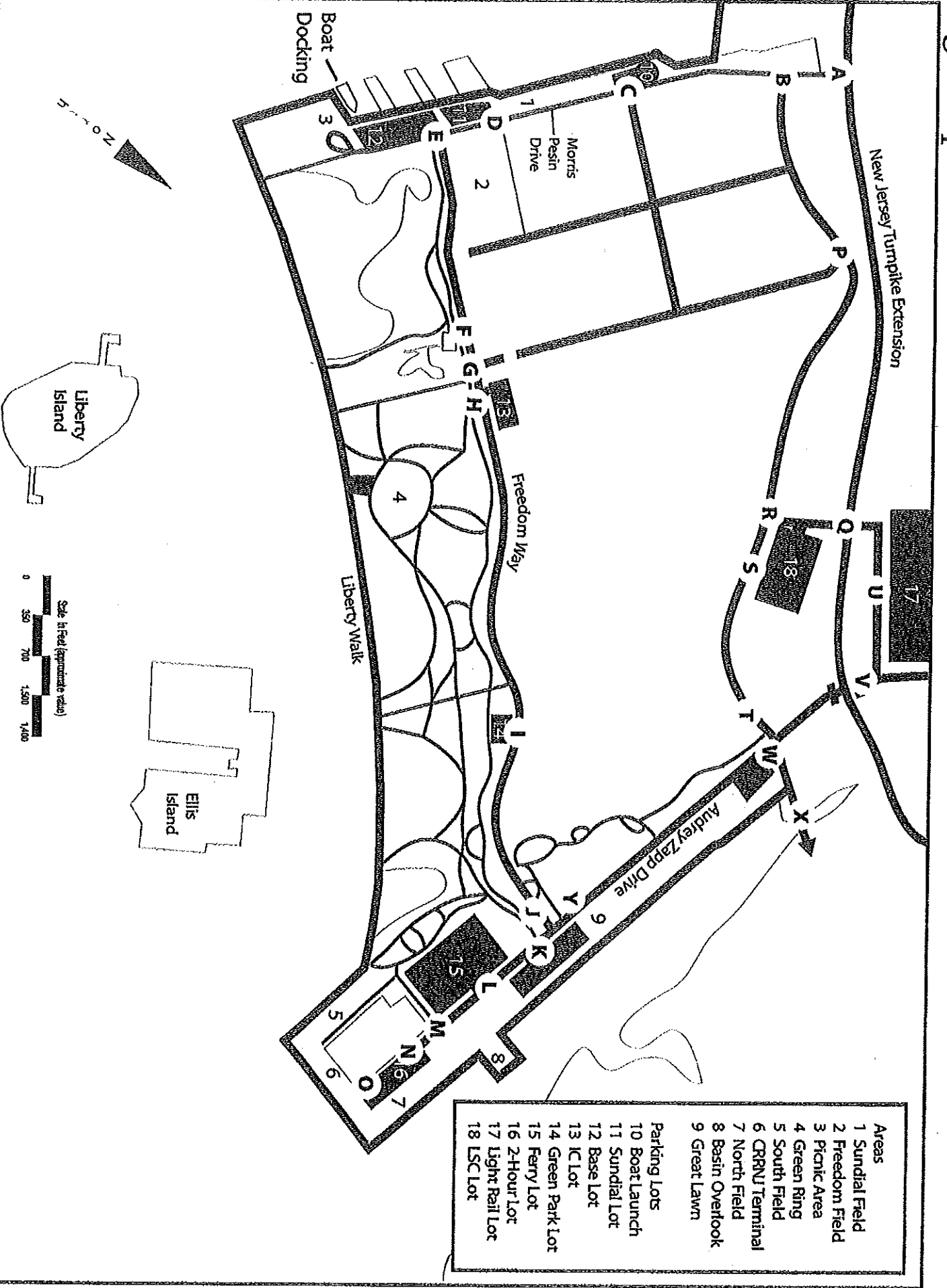
CRRNJ Terminal with North and South Field



Green Ring Area



Sign Map



VI. PHOTO/VIDEO WAIVER RELEASE FORM

I (We) hereby grant to LIBERTY STATE PARK, NJ Division of Parks and Forestry, and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish any photographs/materials that or in which

APPLICANT NAME, CCOMPANY AND EVENT:

may be included, for archiving, editorial, trade, advertising, and any other purpose and in any manner and medium for the North America and World area; to alter the same without restriction; and to copyright the same. I (We) hereby release Liberty State Park and its legal representatives and assigns from all claims and liability relating to said photographs/materials.

The undersigned warrants to LIBERTY STATE PARK and its legal representatives and assigns, that publication of the photographs/materials submitted by the undersigned will not, to the undersigned's knowledge, (1) violate any copyright law; or (2) infringe in any way on the literary property of another.

It is agreed that the undersigned has not right or interest of any kind whatsoever against LIBERTY STATE PARK and its legal representatives and assigns, with respect to these photographs/materials, and any interests or rights that the undersigned may have are hereby released and waived. Nothing contained herein shall affect or impair any rights to use the photographs/materials that the undersigned may have.

The undersigned has executed this Release on this date:

Date: _____

Name (Please Print): _____

Company: _____

Phone: _____ FAX: _____

E-Mail: _____

Address: _____

Signature: _____

VII. ADDITIONAL PERMITTING AGENCY CONTACTS

Please note, that components of your event may require additional permits and registrations from Federal, State, County, or Municipal authorities. It is the applicant's responsibility to know and obtain the necessary permits that are required for conducting an event at Liberty State Park. Examples of possible applicable permits and authorizing agencies include, but are not limited to:

NJ Business Registration Certificate

New Jersey Division of Revenue
https://www1.state.nj.us/TYTR_BRC/jsp/BRCLogn.jsp

Federal Tax ID

www.irs.gov/charities-&-Non-Profits/

Charity Fundraising

New Jersey Division of Consumer Affairs –
Charities Registration Section
www.njconsumeraffairs.gov/charity/charfrm.htm
973-504-6215 Office
973-648-7860 Fax

Food Preparation, Vending or Distribution

Jersey City Department of Health
201-547-5173 Office

Open Flame Cooking

New Jersey Division of Fire Safety
www.state.nj.us/dca/divisions/dfs/
609-633-6103 Office

Tents and canopies greater than 900 SF

New Jersey Division of Fire Safety
www.state.nj.us/dca/divisions/dfs/
609-633-6103 Office

Tents, canopies or membrane structures larger than 16,800 SF

New Jersey Division of Codes of Standards
www.state.nj.us/dca/divisions/codes/
609-292-7899 Office

Bleachers or platforms of 11 Ft in height or less within a tent

New Jersey Division of Fire Safety
www.state.nj.us/dca/divisions/dfs/
609-633-6103 Office

Bleachers or platforms over 11 Ft in height

New Jersey Division of Codes of Standards
www.state.nj.us/dca/divisions/codes/
609-292-7899 Office

Hard-wired electric or heating

New Jersey Division of Codes and Standards
<http://www.state.nj.us/dca/divisions/codes/>
609-292-7899 Office

Aviation

New Jersey Department of Transportation –
Division of Aeronautics
<http://www.state.nj.us/transportation/airwater/aviation/>
609-530-2900 Office

Fireworks

New Jersey Division of Fire Safety
www.state.nj.us/dca/divisions/dfs/
609-633-6103 Office

Fire Truck Rental

Jersey City Fire Department
201-547-4200

On water navigation issues

U.S. Coast Guard
<http://homeport.uscg.mil/newyork>
718-354-4093 Office

Alcohol Serving, License, and Vending

New Jersey Division of Alcohol Beverage Control
www.nj.gov/lps/abc
609-984-2736 Office

Utility Mark Out

Public Service, Electric and Gas (PSEG)
<http://www.call811.com/>
1-800-272-1000 Main Number